

Meeting Minutes

Meeting Name: Community Interface Workgroup

Date and Time: Thursday, September 8, 2005
1 – 3 pm

Location: Lewis Cass Bldg, 5th floor, Lansing

Present: Ellen Speckman-Randall, Jaunita Gettings, Gina Trimani, Donna Littlejohn, Shoma Pal, Ed Banks, Christi Downing, Sharon Collins, Lonnie Barnett, Marti Kay Sherry and Jennifer Mora

Conference Call: Heather Picotte and Connie Rieger

Action Items

Item	Responsible	Deadline
Confirm location for Marquette (Northern University may be an alternative)	Contact at Marquette and/or Heather Picotte	ASAP
Contact Kevin Kelly and ascertain whether he is willing to absorb the cost of a focus group for providers if it is determined that there should be a provider town hall meeting	Ellen Speckman-Randall	ASAP
Forward list of contact names and venues for upcoming provider events (MSMS Annual Meeting, MOA Annual Meeting, MI Hospital Assoc Committee Meeting, etc.)	Everyone to Ellen Speckman-Randall	ASAP
Determine who should be included in a provider focus group if we are to have one	Everyone via email	Next Meeting: October 13
Determine what we want to learn from a provider town hall meeting which will help guide development of questions to ask of providers	Everyone via email	Next Meeting: October 13

Minutes

Topic	Discussion	Conclusions
Town Hall Meetings	All meetings are set, with the exception of Marquette	-Rather than organizing a town hall meeting in Lansing, suggestion made to host one of the focus groups in Lansing
Fact Sheet	Group reviewed fact sheet and provided feedback	-group facts according to topic (employer groups, providers, consumers, health care burden, quality of life, etc.) -keep facts restricted to one page
Check List	Team reviewed check list and made suggestions for improvement	-instruct individuals to add a line to the town hall flyers asking participants to request any special needs or accommodations in advance (interpreters, ramps, etc.) -ensure that name tents and name tags are ready for advisory council members and State officials -verify that signage and directional signs are available at the time of event
Promoting the Town Halls	How will the Town Halls be promoted?	-a media advisory will be issued by the State -in addition, please contact your local media for support -need to rely on everyone's professional networks, including any membership to list serves -in all communications, please forward the flyer along with fact sheet
Employer Surveys	-Response rate for the	-Identify champions within the

	employer survey is extremely low	community willing to encourage employers to complete the survey
Additional Focus Groups	<p>-Per MPRO, the cost of each additional focus group would be ~\$3,800</p> <p>-Discussion arose, given limited time and funding, whether it was necessary to conduct focus groups for both providers and consumers</p>	<p>-focus group for the uninsured not necessary since enough information will be solicited through the Household Survey, in addition to the Town Hall meetings</p> <p>-consensus is to host one or two focus groups for providers but we need to determine what we want to learn from such a session before it is scheduled</p> <p>-outstanding issues include</p> <ol style="list-style-type: none"> 1) Who should be included in a provider focus groups (physicians, nurses, billers, etc.)? 2) What type of information do we wish to receive from this group?

--Respectfully submitted by Shoma Pal, Blue Cross Blue Shield of Michigan